MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

100 DCS 02.119.1

□ Policy

☑ Information

To: Chief Elected Officials

Workforce Development Board Chairs Workforce Development Board Directors

Title I Administrators Career Center Directors Title I Fiscal Officers

DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director

Department of Career Services

Date: April 10, 2018

Subject: MOSES Data Entry of Hurricane Impacted Job Seekers and Employers

Interested in Hiring Evacuees

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center

Operators and other local workforce partners that MOSES now allows for tracking job seekers impacted by the hurricanes in Puerto Rico. As well as tracking employers who express an interest in hiring hurricane evacuees.

Action

Requested: Please share with all staff and partners as appropriate.

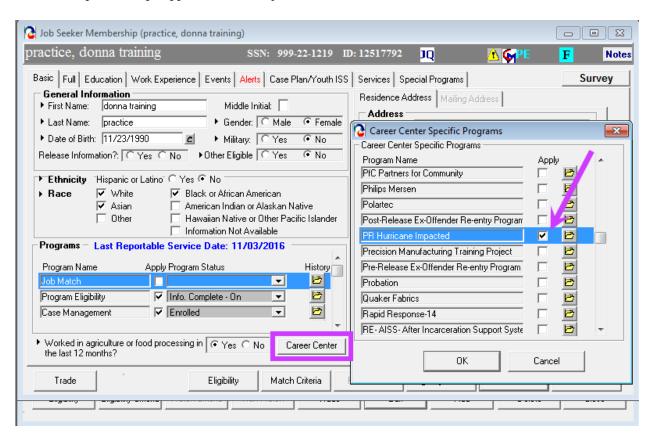
Effective: Immediately

MOSES Tracking of Job Seekers Impacted by the Hurricanes

Once a job seeker has been registered in MOSES, and the career center staff has confirmed that the job seeker has relocated to Massachusetts (or nearby bordering states) due to being impacted by the recent hurricanes in Puerto Rico, the job seeker should be added/enrolled in the Career Center Specific Program named *PR Hurricane Impacted*.

On the Basic tab of MOSES (see screen shot below), click the *Career Center* button at the bottom of the screen which will open the *Career Center Specific Programs* window. From there, scroll down until you locate the *PR Hurricane Impacted* program and check the *Apply* box.

There are no eligibility requirements to record. This checkoff will simply allow the creation of a weekly statewide report to help support the flow of job seekers and families from Puerto Rico.



Tracking Evacuee Relocation Status in MOSES using Manual Alert

As we continue to support hurricane evacuees, we need to identify those who are planning to stay in Massachusetts, those who are planning to return home and those that are undecided at this time.

Please record this information in MOSES by adding **One** (1) **Manual Alert** described as either; **Returning, Not Returning or Undecided** on the **Alerts tab** in MOSES. You can append other text to the alert such as; Returning to San Juan or Not Returning, plan to stay in Holyoke or Not Returning, plan to move to Fall River, etc. but you must prefix the Alert as Returning, Not Returning or Undecided.

If the individual's situation changes, for example, if they were 'Undecided' at first but subsequently decide to stay, you should change the text of the Alert from 'Undecided' to 'Not Returning' versus adding another alert.

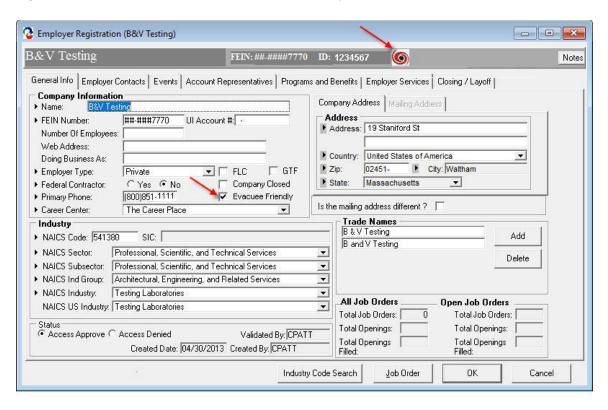
Moses Example of a Not Returning Manual Alert:



MOSES Tracking of Employers Interested in Hiring Hurricane Evacuees

An 'Evacuee Friendly' checkbox and icon will be added with the release of MOSES 36.7 on April 18, 2018 to the Employer/General Info tab and will be available as an advanced search option in MOSES to track employers who have expressed an interest in hiring hurricane evacuees. If you receive notice from an employer interested in accepting referrals of hurricane evacuees to available jobs you must enter information in MOSES as follows:

• Is the employer registered in MOSES? If so, make sure to identify them by checking the new 'Evacuee Friendly' checkbox. If the employer is not registered, you should set up the employer registration in MOSES and check the 'Evacuee Friendly' checkbox.



• Does the employer have a job order in MOSES? If not, set up the job order(s) in MOSES, otherwise locate the job order(s). Once the job order(s) are established, you should refer appropriate hurricane evacuees. You should also follow-up on all referrals to record the outcome of the referrals (i.e. hired, not hired etc.).

